



Town of Dayton

33 Clarks Mills Road

Dayton, ME 04005

Tel. – 207-499-7526 - Fax 207-499-2946

Position: Planning Board Clerk

Responsibilities:

1. Posts notice of meetings and submits notices of public hearings to the newspaper as required.
2. Notifies Planning Board members of upcoming meetings.
3. Attends all meetings and records minutes. The minutes of a meeting shall include a record of motions, proposals, and actions. This record must contain the votes on any matters.
4. Makes minutes of all meetings and public hearings available to the public in accordance with the provisions of the Freedom of Information Law.
5. Maintains all Planning Board files.
6. Mails copy of Planning Board's decisions to applicants.

Requirements: Microsoft Word

Additional Information:

The Planning Board is an administrative board appointed by the Board of Selectmen and are responsible for reviewing subdivision applications and conditional use permits for conformance to all local land use regulations, as well as for conformance to State and Federal rules that may apply.

The Board meets at least once a month (sometimes more), on a Tuesday at 6:30 p.m. at the Dayton Town Office.

This is a paid hourly position.